

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 11/15/83

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Commerce

2. MAJOR SUBDIVISION
International Trade Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER *DM 2/1/80*
Charles Brett

5. TEL. EXT.
377-3430

LEAVE BLANK	
JOB NO NCI-157-80-7	
DATE RECEIVED July 15, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>11-8-83</i> Date	<i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>2-14-80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay V. Pass</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Director of Administration Office of Management and Systems Management Analysis Division</p> <p>formerly</p> <p>Office of Administration for Domestic and International Business Administrative Services Division Central Records Section</p> <p>and</p> <p>Bureau of International Commerce Office of Administration Administrative Services Division Central Records Section</p> <p>and</p> <p>Bureau of Foreign Commerce Administrative Management Staff Office Services Division BFC Central Records Section</p> <p>and</p>		<i>4 items</i>

MASS DATA CHANGE SHEET NOT REQUIRED

NCW, Agency, NNB + NNF sent 11-16-83 by DMW.

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;">and</p> <p style="text-align: center;">Office of International Trade Administrative Management Staff Management Services Branch Records Section</p> <p>1. Central Records contain the "official record" copies of all incoming and outgoing correspondence for the agency and its constituent bureaus for the period of 1944 through December, 1971, inclusive. Prior to 1967, this series deals almost exclusively with aspects of international commerce. After December, 1966, correspondence documenting the activities of the Business and Defense Services Administration and its successor, the Bureau of Domestic Commerce, was integrated into the file.</p> <p>The files are generally divided into the following elements:</p> <ul style="list-style-type: none"> a. A white copy file containing the second copy of each outgoing piece of correspondence. Arranged alphabetically by name of addressee, this copy shows the subject classification in the upper left hand corner and serves as a finding medium for outgoing correspondence. b. A general subject file arranged in accordance with the appropriate file manual. Between 1945 and 1949, the Federal Economic Administration Subject-Numeric Classification System was used. The Dewey Decimal System followed from 1950 to 1968. Thereafter, an alpha-numeric classification scheme was employed. Copies of the latter two are attached for your reference. c. Record copies of publications, operations memoranda and the like arranged chronologically. Included among the former are Overseas Business Reports, the Commerce Business Daily and International Commerce. <p style="text-align: center;">PERMANENT. Offer to the National Archives when 10 years old.</p> <p>Accession No. 53A368, Boxes 91-422. 1945-1949. Offered to NARS: 8/7/79. NC3-151-79-1</p> <p>Accession No. 57B432, Boxes 25-137. 1953-1954. Offered to NARS: 8/7/79. NC3-151-79-2</p>		

See amended p. 2-4

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	<p>Accession No. 59A1022, Boxes 1-114. 1955-1956. Offered to NARS: 8/7/79. NC3-151-79-4</p> <p>Accession No. 61A1018, Boxes 1-115. 1957-1958. Offered to NARS: 8/7/79. NC3-151-79-3</p> <p>Accession No. 63A1207, Boxes 1-106. 1959-1960. Offered to NARS: 8/7/79. NC3-151-79-5</p> <p>Accession No. 63F1207, Boxes 298-299. 1961.</p> <p>Accession No. 65A608, Boxes 1-123. 1961-1962.</p> <p>Accession No. 67A852, Boxes 121-222. 1963-1964.</p> <p>Accession No. 67I2059, Boxes 24-25. 1944-1960.</p> <p>Accession No. 69A3007, Boxes 1-98. 1965-1966.</p> <p>Accession No. 71A4535, Boxes 1-100. 1967-1968.</p> <p>Accession No. 72F2552, Box 9. 1952-1955</p> <p>Accession No. 72A4998, Boxes 1-119. 1969-1970.</p> <p>Accession No. 73A1371, Boxes 1-62. 1971-Unclassified.</p> <p>Accession No. 285-73-0001, Boxes 1-3. 1971-SECRET.</p>		
2.	<p>Business and Defense Services Administration</p> <p>Centralized Key Officials' Correspondence and Policy Files consist generally of correspondence and associated papers of the Administrators of the Business and Defense Services Administration (BDSA), the National Production Authority and Defense Production Administration. Important related papers are retained in the decentralized files of key officials.</p> <p>The files include records pertaining to the organization, policy and procedures of the agency and documenting its administration and accomplishments. The dates of the various segments of the files range from the inception of the National Production Authority and Defense Production Administration in 1950 to December, 1966, inclusive. Prior to October 1, 1953, the centralized files do not include the records relating to the other functions which became a part of BDSA in accordance with Department Order No. 152.</p>		<p><i>See Amended p. 2-4</i></p> <p><i>item 2 WITHDRAWN</i></p>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>An alphabetical filing arrangement by subject is usually employed, though some portions follow an alpha-numeric subject classification system. A files manual unfortunately is unavailable.</p> <p>PERMANENT. Offer to the National Archives when 10 years old.</p> <p>Accession No. 65A126, Boxes 1-118. 1950-6/30/60.</p> <p>Accession No. 66A1284, Boxes 41-71. 7/1/60-6/30/64.</p> <p>Accession No. 68A6199, Boxes 67-84. 1964-1966.</p>		

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1	<p style="text-align: center;">and</p> <p style="text-align: center;">Office of International Trade Administrative Management Staff Management Services Branch Records Section</p> <p>CENTRAL FILES OF THE OFFICE OF INTERNATIONAL TRADE AND SUCCESSOR BUREAUS. 1945-49 and 1953-71.</p> <p>A general subject file arranged in accordance with the subject-numeric files classification system for the Foreign Economic Administration, 1945-49; a Dewey-decimal files classification system, 1953-68; and an alpha-numeric files classification system, 1968-71. Also includes geographic files, outgoing cables, abstracts of participation reports, operations memoranda, and office or bureau-originated publications.</p> <p>This series is located in the following WARC accessions under Record Group 285 (formerly, Office of International Trade):</p> <p>53A368, boxes 91-422 (1945-49) (1950-52 destroyed)</p> <p>57A432, boxes 25-137 (1953-54)</p> <p>59A1022, boxes 1-114 (1955-56)</p> <p>61A1018, boxes 1-115 (1957-58)</p> <p>63A1207, boxes 1-106 (1959-60)</p> <p>65A608, boxes 1-123 (1961-62)</p> <p>67P852, boxes 121-222 (1963-64)</p> <p>69A3007, boxes 1-98 (1965-66)</p> <p>71A4535, boxes 1-100 (1967-68)</p> <p>72A4998, boxes 1-119 (1969-70)</p> <p>73A1371, boxes 1-62 (1971)</p> <p>73-0001, boxes 1-3 (1971-Secret)</p> <p>72F2552, box 9 (1952-55, fragment mixed with other permanent records).</p> <p>A. All subject-numeric, dewey decimal, or alphaneumerically-arranged subject files, geographic files, outgoing cables, abstracts of participation reports, operations memoranda, publications (Overseas Business Reports, International Commerce (weekly)), including both security-classified and non-security-classified records, <u>except those cited in B, C, and D below.</u></p> <p>PERMANENT. Offer to the National Archives according to the following timetable:</p>		

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	<p>(item 1A continued)</p> <p>1945-49 files in Jan. 1984 (257 ft) 1953-60 files in Jan. 1988 (344 ft) 1961-66 files in Jan. 1990 (229 ft) 1967-71 files in Jan. 1992 (<u>180 ft</u>) 1010 ft.</p> <p>B. White tissue copies of correspondence. 1955-71.</p> <p>Includes the following accessions and boxes: 285-59A1022, boxes 1-18 285-61A1018, boxes 1-18 285-63A1207, boxes 1-17 285-65A608, boxes 1-22 285-67P852, boxes 121-141 285-69A3007, boxes 1-22 285-71A4535, boxes 1-24 285-72A4998, boxes 1-27 285-73A1371, boxes 1-12 285-73-0001, box 1</p> <p>Destroy immediately.</p> <p>C. Routine requests for publications, World Trade Data Reports, trade lists, and other forms of commercial intelligence, including the following file classifications: Publications (1945-49 period); 338.1 and 401.1 (1953-58 period); and T.C.2-1 (1969-71 period).</p> <p>Includes the following accessions and boxes: 285-53A368, boxes 221-285 285-57A432, boxes 99-109 285-59A1022, boxes 82-90 285-61A1018, boxes 80-91 285-63A1207, boxes 75-87 285-65A608, boxes 91 and 94-103 285-67P852, boxes 199-205 285-69A3007, boxes 75-80 285-71A4535, boxes 72-80 285-72A4998, boxes 93-108 285-73A1371, boxes 42-54</p> <p>Destroy immediately.</p>		

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	<p>D. Housekeeping and administrative files disposable under various GRS items and non-record material (i.e., "Magazine" file, consisting of non-government publications and catalogues).</p> <p>Includes the following accessions and boxes: 285-53A368, boxes 91-92, 216-220, 298, and 360-361 285-57A432, boxes 85 and 97 285-59A1022, boxes 67, 76-77, and 80 285-61A1018, boxes 67-68 285-63A1207, box 71 285-65A608, box 37 285-67P852, boxes 219-220 285-69A3007, boxes 96-97 285-71A4535, boxes 98-99</p> <p>Destroy immediately.</p> <p>All changes to this schedule from the original version have been approved by NNF and the International Trade Administration records officer (Charles Brett).</p> <p style="text-align: right;"><i>RW Green</i> 10/24/83</p>		